

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY BOARD MEETING**

July 28, 2011

PRESENT: Pat Hickey, Barbara Robinson, Donajane Brash, Pat Finder-Stone, Marvin Rucker, Tom Diedrick, Keith Pamperin, Steve Daniels, Judy Parrish, Lisa Van Donsel, Bill Clancy

EXCUSED: Libbie Miller

ALSO PRESENT: Sunny Archambault, Devon Christianson, Arlene Westphal, Debra Bowers, Tina Whetung, Diana Brown

PLEDGE OF ALLEGIANCE.

Chairperson Diedrick called the meeting to order at 8:30 a.m.

INTRODUCTIONS: Introductions were waved.

ADOPTION OF AGENDA: A motion was made by Ms. Finder-Stone and seconded by Ms. Parrish to adopt the July 28, 2011 Agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 23, 2011: Mr. Pamperin moved and Ms. Brasch seconded to approve the minutes of the regular meeting of June 23, 2011. **MOTION CARRIED.**

COMMUNICATION – RESIGNATION OF GRACE AANONSEN FROM BOARD: Ms. Archambault directed board members to the letter of resignation from board member, Ms. Aanonsen, included in the board packet. Mr. Pamperin moved and Mr. Daniels seconded to accept Ms. Aanonsen's resignation. Mr. Diedrick suggested and the board agreed, by consensus, to send a letter of appreciation to Ms. Aanonsen for her time of service on the ADRC Board.

COMMENTS FROM THE PUBLIC: None.

FINANCE REPORT:

- A. REVIEW AND APPROVAL OF THE JUNE 2011 FINANCE REPORT:** Ms. Bowers reported that in preparing the June Report there was nothing that really stood out. She noted that we are underspent in Salary Expense & Fringe Benefits due to our 2 new hires starting in May instead of January. Due to the increase of requests for out-of-county medical transportation, the Driver Escort is over budget.

Sup. Clancy moved and Ms. Van Donsel seconded to approve the June 2011 Finance Report. **MOTION CARRIED.**

- B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** There were no restricted donations received in June.

DISCUSSION OF NUTRITION RFP PROCESS FOR 2012-2013: Ms. Archambault reported that the county purchases a service that can reach many more providers than the procedure we used of placing a Request for Proposal (RPP) ad in the newspaper. In addition, she stated that we had just received new federal guidelines for the nutrition program that we would like to now include in the RFP for our nutrition program. In order to incorporate these guidelines into the RFP and to maximize competition, she is requesting that the board reject the proposals received and initiate another RFP process.

Ms. Van Donsel moved and Ms. Brash seconded to reject proposals received and to reopen the bid process with these changes. **MOTION CARRIED.**

DISCUSSION AND APPROVAL OF ADRC 2012 BUDGET TO BROWN COUNTY: Ms. Archambault began by distributing the 2012 Draft Budget for the Aging & Disability Resource Center. She explained the draft by clarifying the column titles on the Expense Sheets: the 2010 Actual Budget, the 2011 Budget, the 2011 Projections, the 2011 Variances and the 2012 Proposal. Ms. Archambault reviewed the following detail of the draft budget:

EXPENSES:

- Salary and Fringe Benefits information is received from the county and we must use these numbers.
- Additional utilities expense is budgeted due to the building across the street.
- Equipment Maintenance/Lease Expense will increase as we are developing a lease arrangement for all multipurpose machines as well as one across the street.
- A 10¢ increase per meal is projected; meal numbers are the same as budgeted this year.
- Line 39 (Restricted) represents the costs associated with adding one I&A Specialist.
- CCB-Data Processing, CCB-Insurance, CCB-Indirect Costs, and Facilities are county chargebacks expenses we receive from the county.
- Under Programs & Contracts, Curative remained the same, Red Cross increased slightly, and we are no longer contracting with Lamers.

INCOME:

- Our \$887,746 levy target reflects a decrease of \$49,051. Of this amount, \$94,956 must be used to match the state transportation grant leaving \$792,790 for other ADRC Services.
- I&A received an Options Counseling Grant of 13,276.
- Additional MA represents the \$32,916 of MA Dollars the new I&A Staff Person would be expected to capture.
- The Benefits Specialist-MA would be the new Benefit Specialist that was added in January.
- We are not projecting revenues for the Add LIFE News as we are in the process of contracting with an outside vendor.
- MIPPA is a special Federal Grant we receive to help the Benefit Specialists enroll seniors in Part D.

PROGRAM ALLOCATIONS : Ms. Archambault explained that allocations made to determine program costs are distributed in several ways. Actual costs to programs include expenses as salary, fringe, rent, travel, training and other direct costs (meal costs, delivery costs, transportation costs, etc.). Other operational costs, such as office supplies, marketing, postage, audit, etc., are based on the number of staff in each program area. Management costs plus county chargebacks are also allocated to specific programs based on staff numbers. This allocation is necessary to maximize our ability to capture Medical Assistance revenue as well as to complete financial reports for our contracting agencies.

REVENUE ALLOCATIONS TO PROGRAMS: The revenue allocation sheet demonstrated which revenues are allocated to the specific programs. County levy is used to fund the deficits in each of the program areas.

POTENTIAL CUTS FOR 2012: Ms. Archambault listed equipment, reductions to the De Pere and Denmark nutrition program, and a cut in N.E.W. Curative Adult Day Care program as potential cuts. Ms. Brown, Vice President for Program Services for N.E.W. Curative, informed the ADRC Board that Curative has kept its 2012 budget request at the same dollar amount as in the 2011 budget.

She then reviewed the Hmong Senior Program Curative has just started. This program meets from 7:00-9:00 on Wednesday evenings and averages 60 people in attendance at each session. Red Cross

has been helping with transportation and Curative has been providing meals. Ms. Lor, a student working with the ADRC and Curative, has been instrumental in its development on a volunteer basis. She has been successful in bringing other volunteer Hmong professionals to assist in this effort. The Hmong Elders have been extremely receptive to this new program. Ms. Brown noted that while her budget information included \$51,884 as an amount projected to continue this program, she is not requesting this amount from the ADRC. Ms. Brown hopes to find several grants to fund this program.

Ms. Finder-Stone moved and Ms. Van Donsel seconded to accept the 2012 ADRC Budget prepared by Ms. Archambault. **MOTION CARRIED.**

APPROVAL OF BID PROCESS FOR s.85.21 SPECIALIZED TRANSPORTATION SERVICES:

Ms. Archambault shared a memo prepared for transportation providers requesting their bid to provide specialized transportation services for the elderly and persons with disabilities in Brown County for 2012 along with the public notice that will be displayed in the Green Bay Press Gazette on August 2, 2011. Bids will be received by September 14th, opened on September 15th, and reviewed for approval at the ADRC Board of Director's Meeting on September 25, 2011.

Mr. Pamperin moved and Ms. Brasch seconded to approve the bid process. **MOTION CARRIED.**

FAMILY CARE UPDATES: Mr. Diedrick gave a brief update on Family Care. He reported that five of the Managed Care Organizations have reported a significant gain in revenue while only 1 reported a significant loss. There is a lot of advocacy going on regarding Family Care. A letter of concern regarding the cap on the expansion of Family Care and new enrollees sent to Secretary Kathleen Sebelius by Members of Congress was also shared. Governor Walker will consider looking at Family Care later this year and may make some changes. This would be a positive move for those waiting for Family Care and the board will be kept updated.

DIRECTOR'S REPORT: Ms. Archambault reported on the following:

1. An update was given on the new building across the street. The concrete and wiring has been completed. The bids on the bathroom and other remodeling are in and that project will begin soon. Hopefully, we will be moving staff over there around October 1st.
2. Ms. Archambault did write letters to legislators regarding the Federal Transportation Issues. WI Representative Reid Ribble's response was that he is a strong supporter of transportation but this issue will not come before Congress until this fall.
3. Ms. Archambault announced that she will be retiring sometime after the first of the year and the Personnel & Policy Committee will need to meet to develop a Succession Policy for this transition.

LEGISLATIVE UPDATE: Mr. Diedrick announced that he sent 2 of his staff to the National Council for Independent Living National Conference two weeks ago. His staff was able to meet with Representatives Tom Petri and Reid Ribble on disability and aging and other concerns.

ANNOUNCEMENTS: None.

NEXT MEETING DATE – AUGUST 25, 2011: The next Board of Director's Meeting is scheduled for August 25, 2011.

ADJOURN: Ms. Van Donsel moved to adjourn and Ms. Hickey seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:06 a.m.

Respectfully submitted,

Arlene Westphal, Secretary